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ASEE Industrial Engineering Division

Minutes

June, 23, 2004, 12:30 – 2:00 p.m.

Salt Lake City, Utah

1. Call to Order – Susan Scachitti

Susan Schachitti called the meeting to order by welcoming all to the IED business meeting. Susan handed out a copy of the meeting agenda to the participants. She briefly went over the addenda highlighting some of the key topics. It was mentioned that an agenda item will be added allowing the PIC 1 chair to give a brief statement to the meeting attendants.

2. Introductions - All

Susan Scachitti asked the meeting attendants to introduce themselves giving their name and university affiliation. Attendees included the following:

Terry Collins, Texas Tech University
Erick C. Jones, University of Nebraska
Jaime Hernandez, University of Wisconsin, Platteville
Dave Wyrick, University of Minnesota, Duluth
Teri Reed Rhoads, University of Oklahoma
Ed Wheeler, University of Tennessee, Martin
Randa Shehab, University of Oklahoma
Jessica Matson, Tennessee Tech University
Kim LaScola Needy, University of Pittsburg
David Elizandro, Tennessee Tech University
Jane Fraser, Colorado State University, Pueblo
John Ballard, University of Nebraska
Judith Norback, Georgia Tech
Abu Masud, Wichita State University
Susan Scachitti, Purdue University, Calumet
Susan E. Walden, University of Oklahoma
Teri Jo Murphy, University of Oklahoma

3. Approval of Minutes from the 2003 Meeting – Terry Collins

The minutes for the 2003 meeting are presented for acceptance. After brief discussion, Kim LaScola Needy made the motion to accept the meeting minutes with revisions. Erick Jones seconded the motion. The motion passes unanimously.

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3.5 PIC 1 Chair Statement

PIC 1 chair J.P. Moshen (University of Louisville) offered a brief discussion on the status of PIC 1. He mentioned that he will try, without guarantee, to move the Engineering Economy division from PIC 3 to PIC 1. This stimulated discussion of other possible groups that would be a good fit for the divisions in PIC 1. The attendees suggested the Systems and Entrepreneurship divisions be added to PIC 1. It was recommended that the Manufacturing division be placed in PIC 1 but John Ballard reported that the Manufacturing division is already in PIC 1.

Jessica Matson brought up some of the program chair issues, and committed to sending J.P. Moshen an e-mail outlining some of the major issues.

4. Division Chair Report – Susan Scachitti

Susan Scachitti proceeded with the Division Chair report. An ASEE membership report is handed out showing the IED membership numbers and Susan indicated that the IED represented approximately 2.5% of the total membership. This is important for funding is structured based upon division memberships. Susan confirmed that the IED division “membership-wise” is healthy.

Susan reported that the upcoming conferences are as follows:

- 2005 – Portland, Oregon
- 2006 – Chicago, Illinois
- 2007 – Honolulu, Hawaii
- 2008 – Pittsburg, Pennsylvania
- 2009 – Austin, Texas

Next, Susan discussed that the number of sessions are based on the number of abstracts. This year the IED requested five paper sessions plus one poster session and was given all that was requested. There was discussion that the number of sessions may be less next year and a lesser number of paper sessions may be requested for the 2005 conference.

Susan initiated discussion on inviting a distinguished lecturer to the conference. The sentiment of the attendees was to support a distinguished lecturer. However, Teri Reed Rhoads cautioned the IED attendees that if you select a distinguished lecturer it may put at risk the selection of your chosen individual if he/she is not selected. In addition, a distinguished lecture time slot will be in exchange for sessions.

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It was suggested that the IED co-sponsor a distinguished lecturer with the Engineering Management and Engineering Economy divisions. The motion was made and seconded to give the program chairs for the IED, EMD and EED authority to set up a distinguished lecturer. The motion carries unanimously.

Susan reported that Kim LaScola Needy has updated the IED profile.

Susan discussed that the PIC chairs clarified the process for identifying the best PIC paper. The award for the PIC best paper is a year behind.

Revisions to the IED Best Paper Award procedures were presented to the meeting participants. It was proposed that in Section VIII the second sentence “The awardwinner will be automatically nominated for competition for the PIC1 Best Paper Award.” The following was added to the first sentence “ following the peer review process and all paper presentations at the annual conference.” The motion to accept these changes to the IED Best Paper Award was seconded and the motion passed unanimously.

5. Program Chair Report – Jessica Matson

Jessica Matson reported that a total of 24 abstracts were accepted. Of these accepted abstracts four withdrew leaving 20 papers to be aligned into paper sessions. This was down from last where 29 abstracts were accepted. Five sessions were set up having four papers per session.

The poster session was well received and it was recommended that a poster session be added to next year’s IED sessions. Jane indicated that the poster session was very difficult to locate. It was noted that a better means of advertising the poster session was needed for subsequent conferences.

Jessica recommended that the IED should request four technical paper sessions and one poster session for the 2005 conference. However, she advised the 2005 Program Chair to work closely with the Engineering Management and Engineering Economy Program Chairs.

6. Newsletter Editor Report – Terry Collins

Terry Collins announced that one newsletter was sent out to IED members this past year. A “Call for Papers” was handed out to the attendees. The three focus areas for the papers were proposed to be:

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- Addressing ABET issues in IE education
- Strategies for increasing enrollments in IE/IET programs
- Integrating research into the teaching curriculum

It is reminded that the IED is a publish-to-print division meaning that accepted abstracts are required to submit a paper for the conference proceedings.

7. Secretary/Treasurer's Report – Susan Scachitti

Susan Scachitti presented the Treasurer's report in the absence of Siggí Olafsson. It is reported that as of May 31, 2004 the BASS Account had \$12,057.06 and the Operating Account had approximately \$700. Expenses will be incurred for the subsidizing of the IED business meeting luncheon, plaques for best paper, and \$250 for support of the IE Design publication. The Operating Account will be exhausted first with the remaining balance of expenses paid from the BASS Account.

8. Journal of IE Design – Susan Scachitti

Susan discussed the continued support of the IE Design publication with our yearly contribution of \$250. The motion was made to give a \$250 contribution to IE Design and was seconded by Judith Norback. The motion passed unanimously.

9. IE Division Website – Susan Scachitti

Someone is needed to make updates to the IED website. David Elizandro volunteered to check with Dennis to see what is needed to update the website.

10. Best Paper Award Announcements – Kim LaScola Needy

2004 IE Best Paper, Sharon Johnson, "Teaching Lean Access Design Using a Disarray Approach"

2004 IE Best Paper Runner-up, Emory Zimmers, "Introducing Freshman to the Field of IE Through Use of Collaboration Project Experience."

No one was eligible for the New IE Educators Award.

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11. Election of Secretary/Treasurer – Susan Scachitti

David Elizandro was nominated for Secretary/Treasurer by Jane Fraser and seconded by Terry Collins. A motion was made for nominations to cease. David was voted in unanimously as the new officer of the IED.

12. Installation of New Officers – Kim LaScola Needy

The following offices were installed for 2004/2005:

Secretary/Treasurer	David Elizandro
Newsletter Editor	Siggi Olafsson
Program Chair	Terry Collins
Chair	Jessica Matson
Past-Chair	Susan Scachitti

13. Vision of the Upcoming Year – Jessica Matson

Jessica discussed three areas that she plans to focus her attention over the next year. First, she would like to get the website updated with current information. The volunteering of David Elizandro to assist with the updates will help meet this goal. Secondly, she wishes to develop a Program Chair's "Selection Criteria" that will assist future program chairs in the procedures of organizing the technical paper and poster sessions. Finally, she wants to focus on identifying people who are genuinely interested and willing to be an active person for leadership in the division.

14. New Business - All

A subsidized luncheon was provided as part of this year's business meeting. It was discussed to have a luncheon at next year's IED business meeting. A motion was made to have a luncheon for next year and seconded by Erick Jones. The motion carried.

15. Adjourn - All

Susan Scachitti moved to adjourn the meeting and Terry Collins seconded. The IED business meeting concluded.